Dr. Pandi Pittman, *Superintendent/9-12 Principal*
Telephone: 605-456-2393
Paul Clark, *PK-8 Principal*
Telephone: 605-456-0102

Newell School District 09-2
501 Dartmouth, PO Box 99
Newell, SD 57760
Fax: 605-456-2395

April 9th, 2026

TO: Whom It May Concern

FROM: Amy Engel, Special Education Director

RE: Notice of Destruction of Special Education Records

The Family Educational Rights Privacy Act requires in part that "All personally identifiable data maintained on children be destroyed within 5 years after data is no longer needed to provide educational services to the child."

The Newell School District Special Education Department has been maintaining information on previous and/or current students. The data may consist of no longer usable Individual Education Plans (IEPs), test results, progress reports, referral information, etc. The Newell School District can only release these documents to the owner (if over 18) or the guardian that is listed on file and can only release once proof of identification is provided. If you would like to have a copy of any of the above listed information form yours or your child's records, please contact Amy Engel on or before May 11th, 2026 via phone (605) 456-2393, via email amy.engel@k12.sd.us to make arrangements to pick up at Newell School District in Newell.

Any of the dated information not picked up or requested by May 11th, 2026 will be destroyed.

If you have any questions or concerns, please feel free to contact Amy Engel.

Thank you for your attention to this important matter.